



Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air and water.
- Conserving and promoting natural cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 3,000 employees statewide supported by a total budget of more than \$400 million. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution.

About the Division of Water Resources (DWR):

The Division Water Resources is responsible for managing, protecting and enhancing the quality of the state's water resources for all Tennesseans through voluntary, regulatory and educational programs. Division activities include establishment of water quality criteria; issuance of permits and certifications; evaluation of monitoring data; conducting inspections; management of financial assistance for infrastructure and oversight activities related to stream channel modification, wetland alterations, dredging, groundwater protection, wellhead protection, safe dams, septic systems, pretreatment, bio solids application, and storm water.

Executive Administrative Assistant 1 Division of Water Resources (DWR) Annual Salary Range: \$38,748 – \$69,744

Overview

This Executive Service position is located in the Division's Central Office in Nashville, TN. The position will provide direct support to the Division Director, Deputy Directors, and four Environmental Fellows.

Responsibilities

- General administrative functions include planning and scheduling meetings, preparing reports, making travel arrangements, corresponding with regional offices, and assisting with special projects as assigned.
- Serve as a point of contact with other DWR administrative and management staff. There is routine interaction with local and state officials, citizens of Tennessee and other customers of the Division.
- This position requires a high proficiency using Microsoft Office products including an excellent understanding Power Point and Excel.
- Use of strong operational skills and willingness to learn new systems and procedures will be required.
- The position supports senior level management and requires the ability to maintain confidential information.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum amount of direction

Educational Requirements

Graduated from an accredited college or university with a minimum Associates degree. Preferred degrees Bachelors of Administration or Bachelor of Arts. Five or more relevant administrative experience is required.

All interested candidates should submit via email at TDEC.Careers@tn.gov resume and cover letter to Beth Smith. The position will be posted until August 7, 2019. Questions can be addressed to Beth Smith at TDEC.Careers@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.